User Manual

Self Enrollment

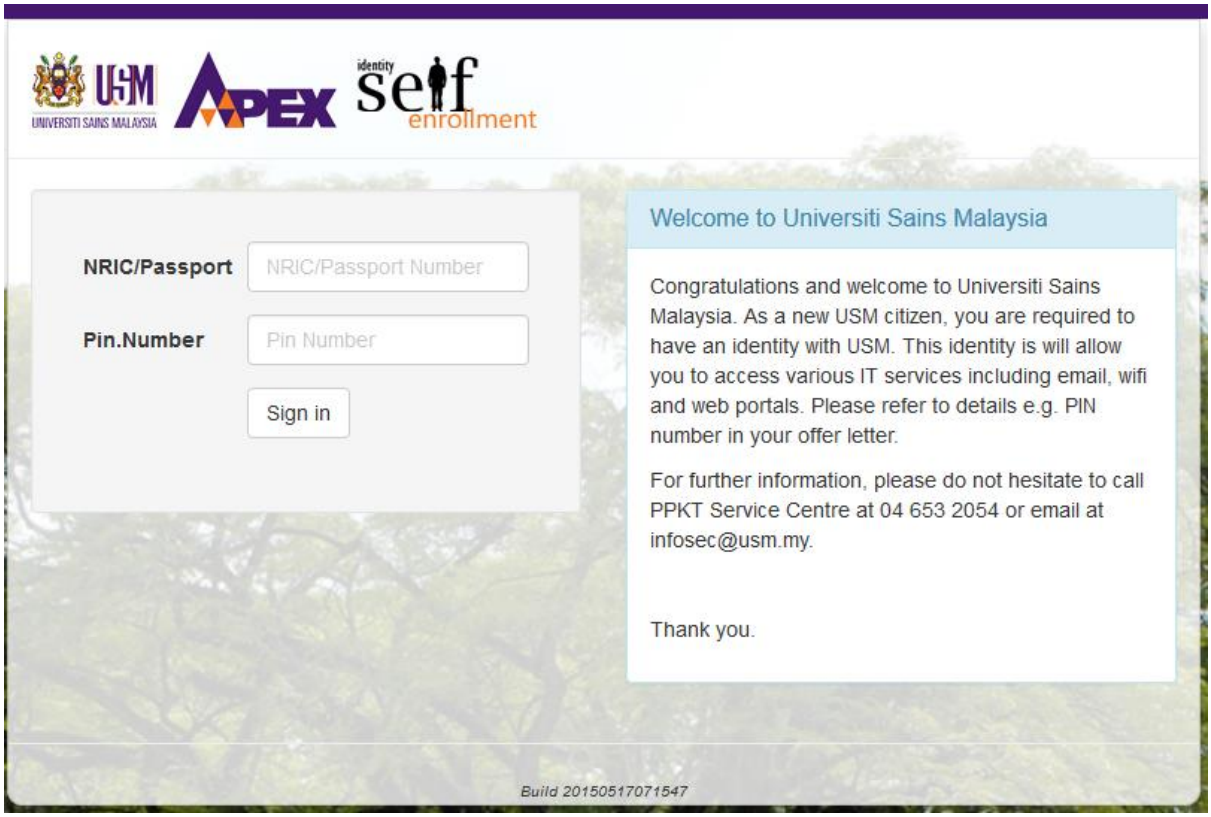
For Student

Registration

Registration is the process where you choose your identity, before you enter the campus. Your identity is not yet activated until you do activation within USM campuses.

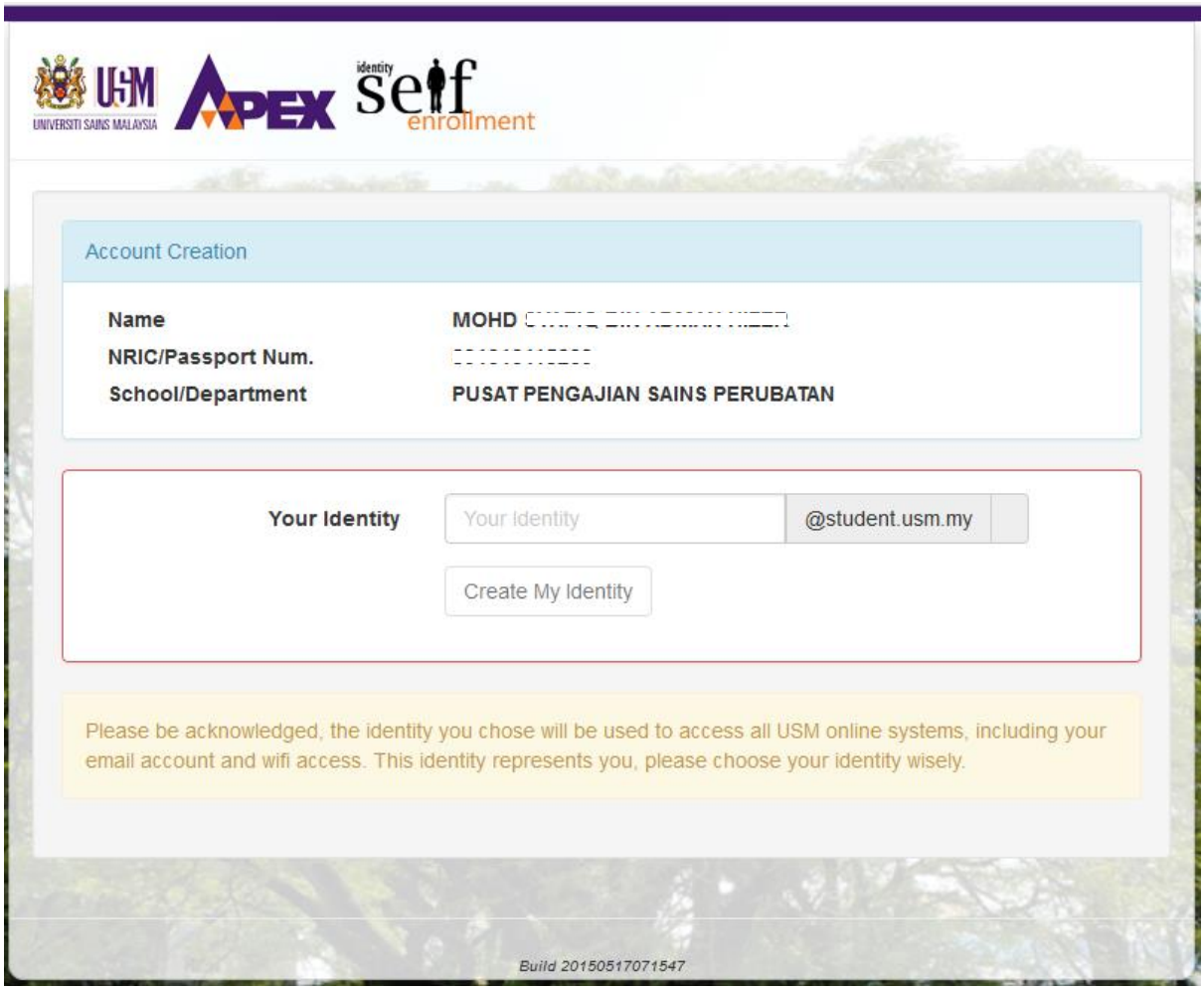
If the registration is done off campus, you have to activate your identity on campus (Please refer Activation).

If the registration is done on campus, self-enrollment will redirect automatically to the activation page.


UNIVERSITI SAINS MALAYSIA
identity self enrollment
NRIC/Passport
NRIC/Passport Number
Pin.Number
Pin Number
Sign in
Welcome to Universiti Sains Malaysia
Congratulations and welcome to Universiti Sains Malaysia. As a new USM citizen, you are required to have an identity with USM. This identity is will allow you to access various IT services including email, wifi and web portals. Please refer to details e.g. PIN number in your offer letter.
For further information, please do not hesitate to call PPKT Service Centre at 04 653 2054 or email at infosec@usm.my.
Thank you.
Build 20150517071547

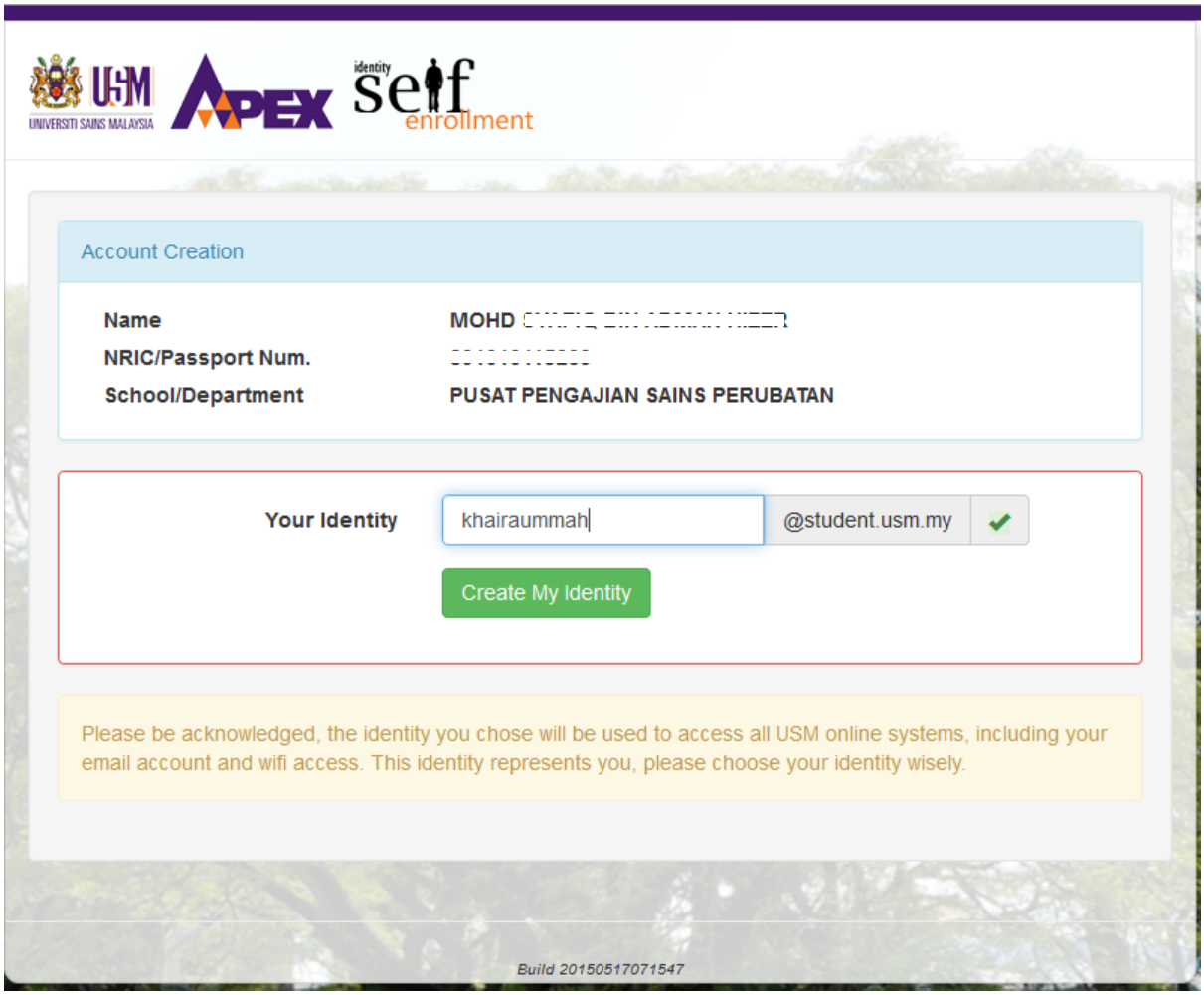
1. Please enter your identity card number or passport number with a pin number. Refer to attachment with your offer letter.

2. Click Sign In.



3. You will be presented to Account Creation page with your name, identity card number or passport number and school (faculty).

4. Please enter your chosen identity, and wait approximately 3 seconds for verification.


identity self enrollment
Account Creation
Name
MOHD
NRIC/Passport Num.
School/Department
PUSAT PENGAJIAN SAINS PERUBATAN
Your Identity
khairaummah
@student.usm.my
Create My Identity
Please be acknowledged, the identity you chose will be used to access all USM online systems, including your email account and wifi access. This identity represents you, please choose your identity wisely.
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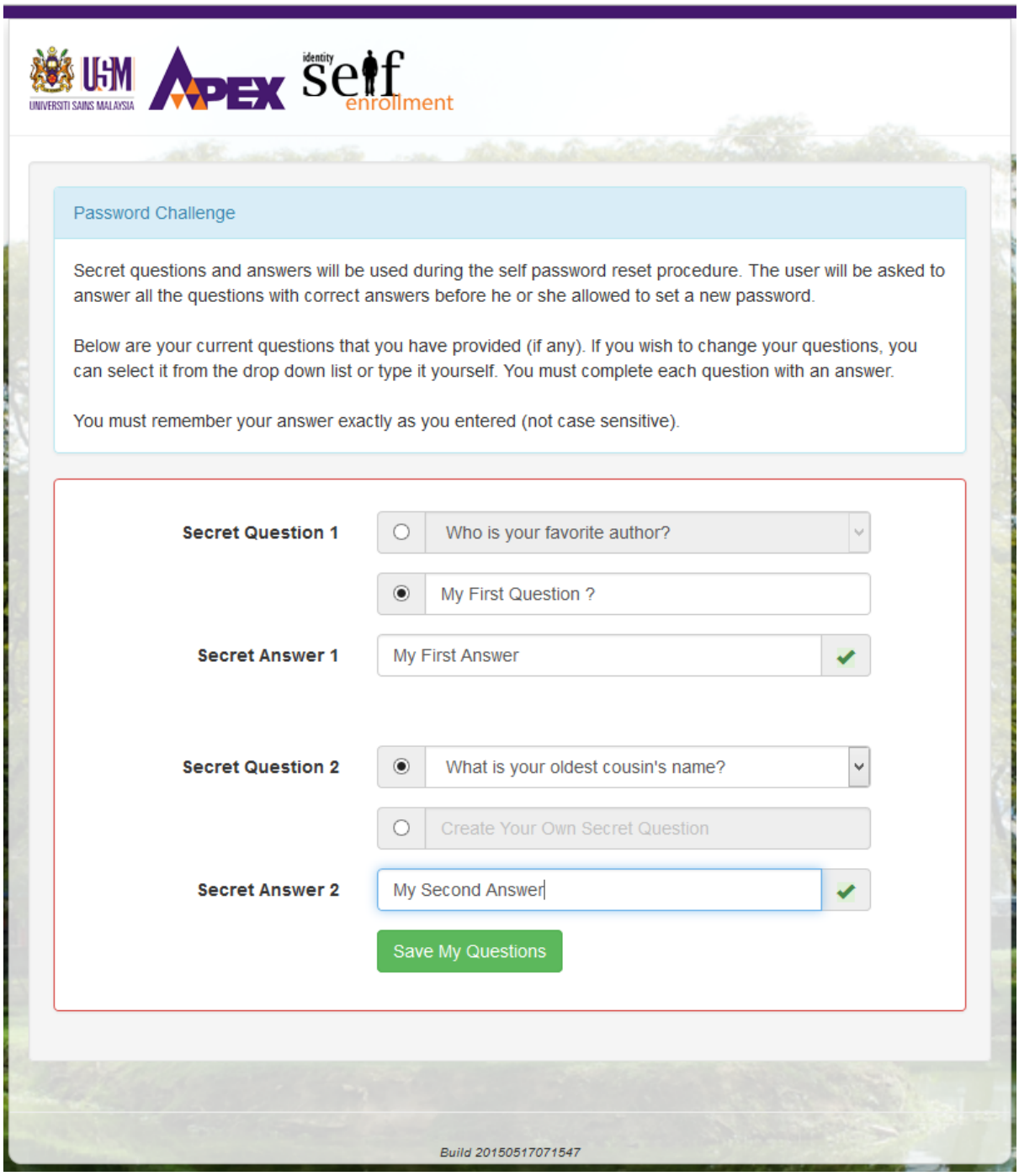
5. If your chosen identity is valid, you should see a green tick and a green button. Please remember, this identity will represents you. Please choose wisely.

6. Click Create My Identity.


USM
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APEX
identity self enrollment
Password Challenge
Secret questions and answers will be used during the self password reset procedure. The user will be asked to answer all the questions with correct answers before he or she allowed to set a new password.
Below are your current questions that you have provided (if any). If you wish to change your questions, you can select it from the drop down list or type it yourself. You must complete each question with an answer.
You must remember your answer exactly as you entered (not case sensitive).
Secret Question 1
Who is your favorite author?
My First Question ?
Secret Answer 1
My First Answer
Secret Question 2
What is your oldest cousin's name?
Create Your Own Secret Question
Secret Answer 2
My Second Answer
Save My Questions
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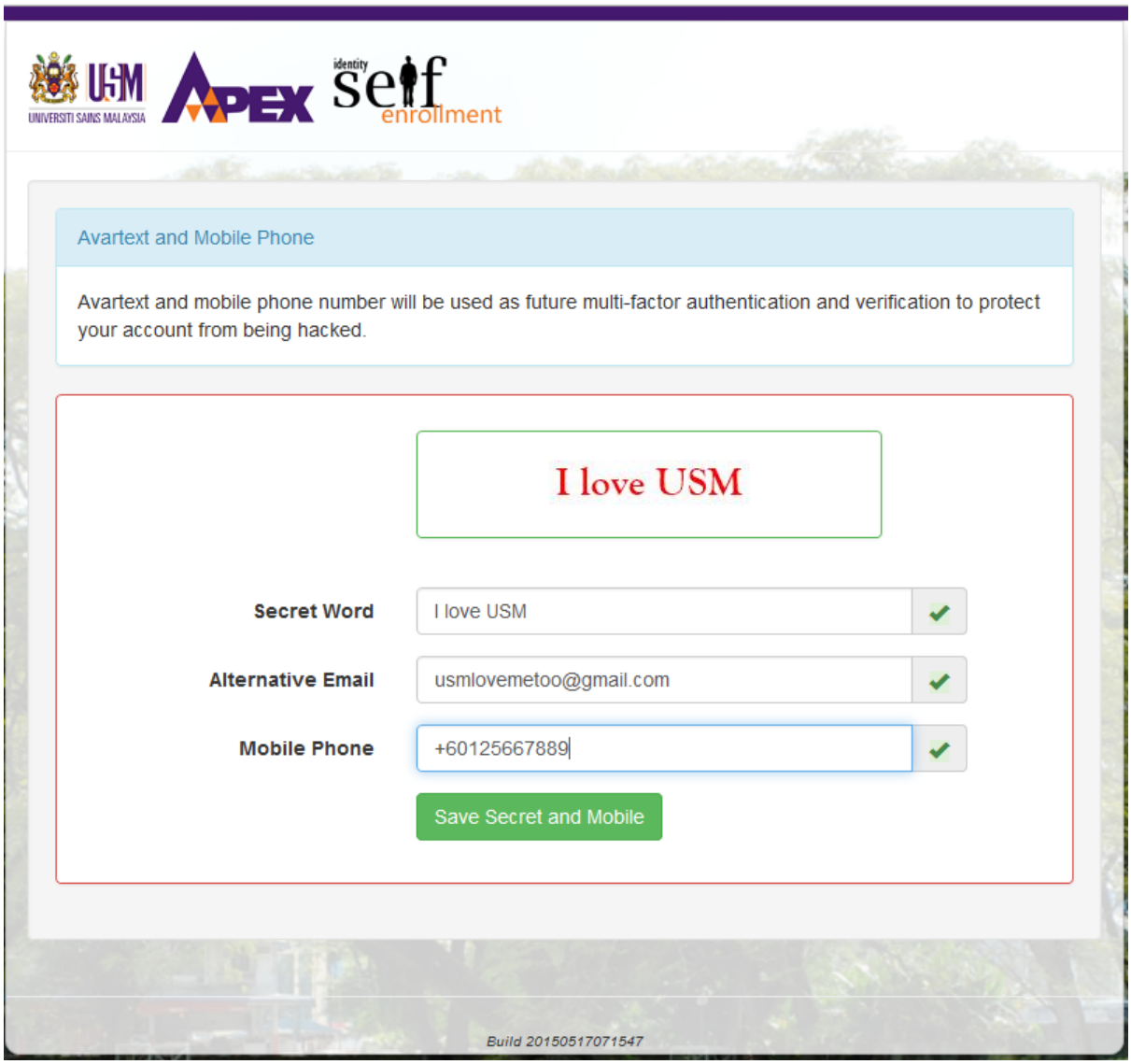
7. Password challenge will be used during self-password reset procedure. You need to remember this information, hence the question and answer must be something you are familiar with. You can type in your own questions if you like to.

8. You will be allowed to proceed to the next page when you fill all the requirements. The “Save My Questions” button will turn green and both secret answer ticked.

9. Click Save My Questions.


identity self enrollment
Avartext and Mobile Phone
Avartext and mobile phone number will be used as future multi-factor authentication and verification to protect your account from being hacked.
I love USM
Secret Word
I love USM
Alternative Email
usmlovemetoo@gmail.com
Mobile Phone
+60125667889
Save Secret and Mobile
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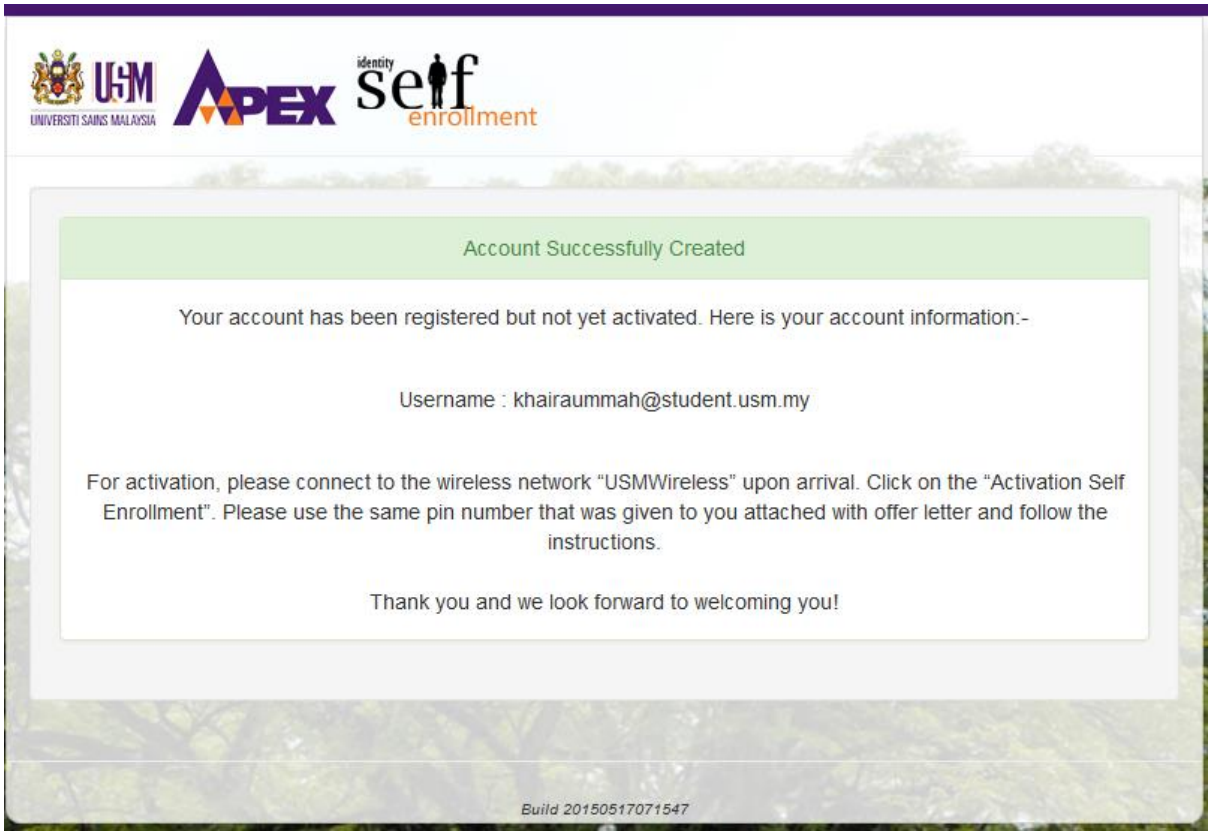
10. Avartext is a secret word that will be used as feature multi-factor authentication. Enter your secret word, alternative email and mobile phone.

11. A green tick in the text boxes and green on Save Secret and Mobile button indicates that all information accepted and ready to move to the next page.

12. Click Save Secret and Mobile.


identity self enrollment
Account Successfully Created
Your account has been registered but not yet activated. Here is your account information:-
Username : khairaummah@student.usm.my
For activation, please connect to the wireless network "USMWireless" upon arrival. Click on the "Activation Self Enrollment". Please use the same pin number that was given to you attached with offer letter and follow the instructions.
Thank you and we look forward to welcoming you!
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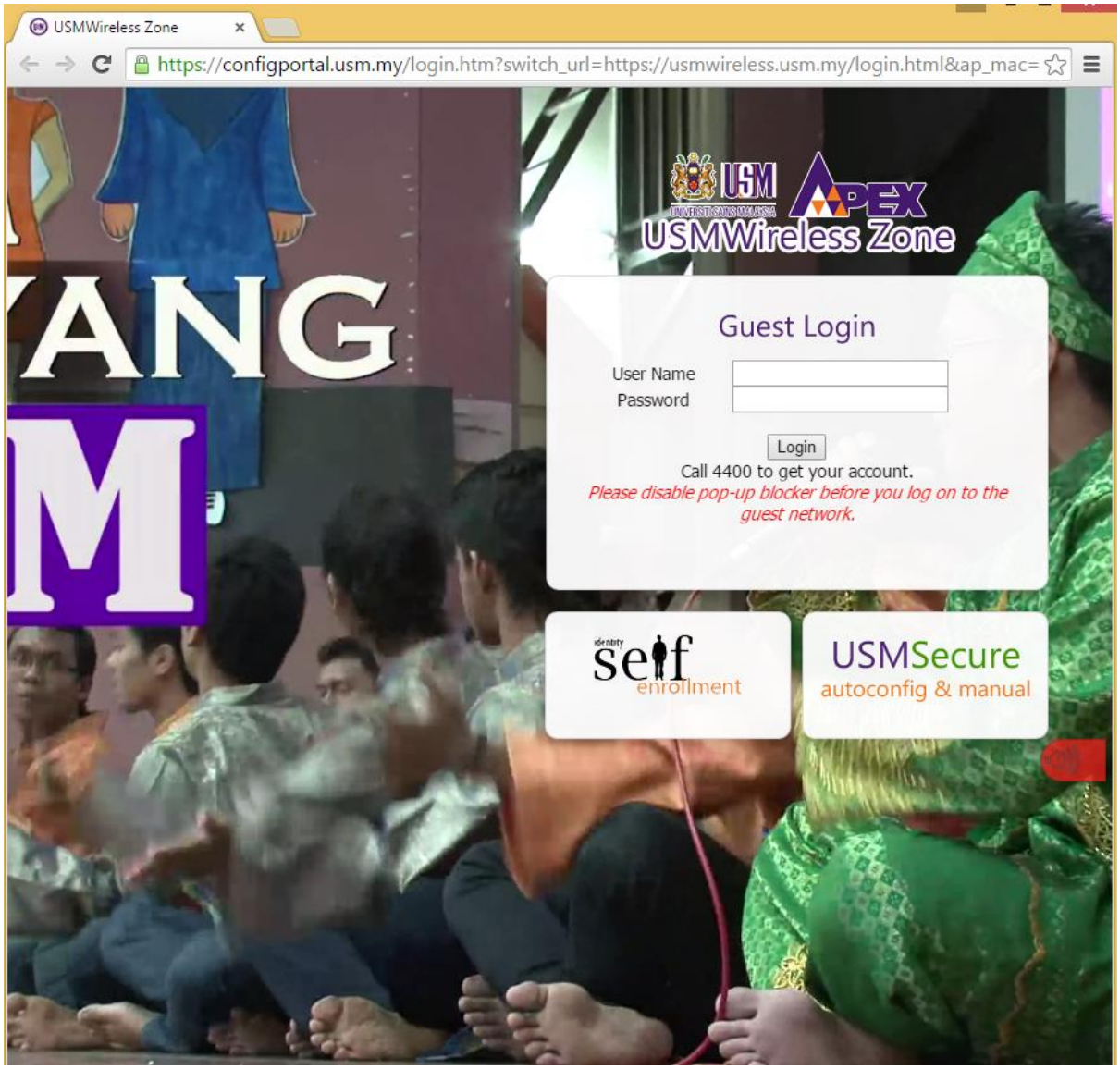
13. You will see this page if the registration is made outside the campus. Please must perform account activation when you arrive on campus.

    * If you perform the registration through the campus network, it will immediately take you to the activation page.

Activation

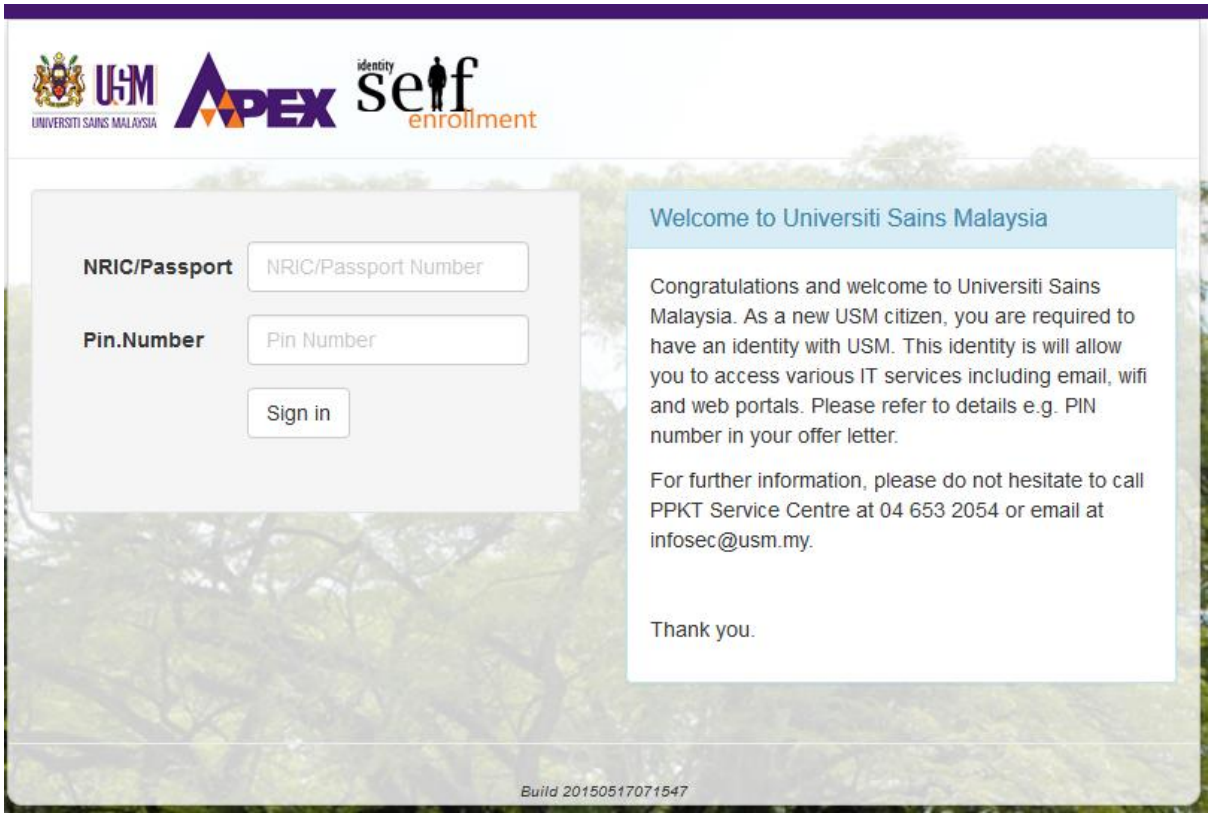
1. Identity account activation must be done through the self enrollment portal within USM campuses. Upon arrival on the campus, please connect your computer or mobile phone to USMWireless wifi. You will be redirected to a landing page, if no page shows, please try browse to any site, you will be taken to page below.

2. Click Self-Enrollment.



3. Please enter your identity card number or passport with a pin number. Refer to attachment with your offer letter.

4. Click Sign In.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Thank you.
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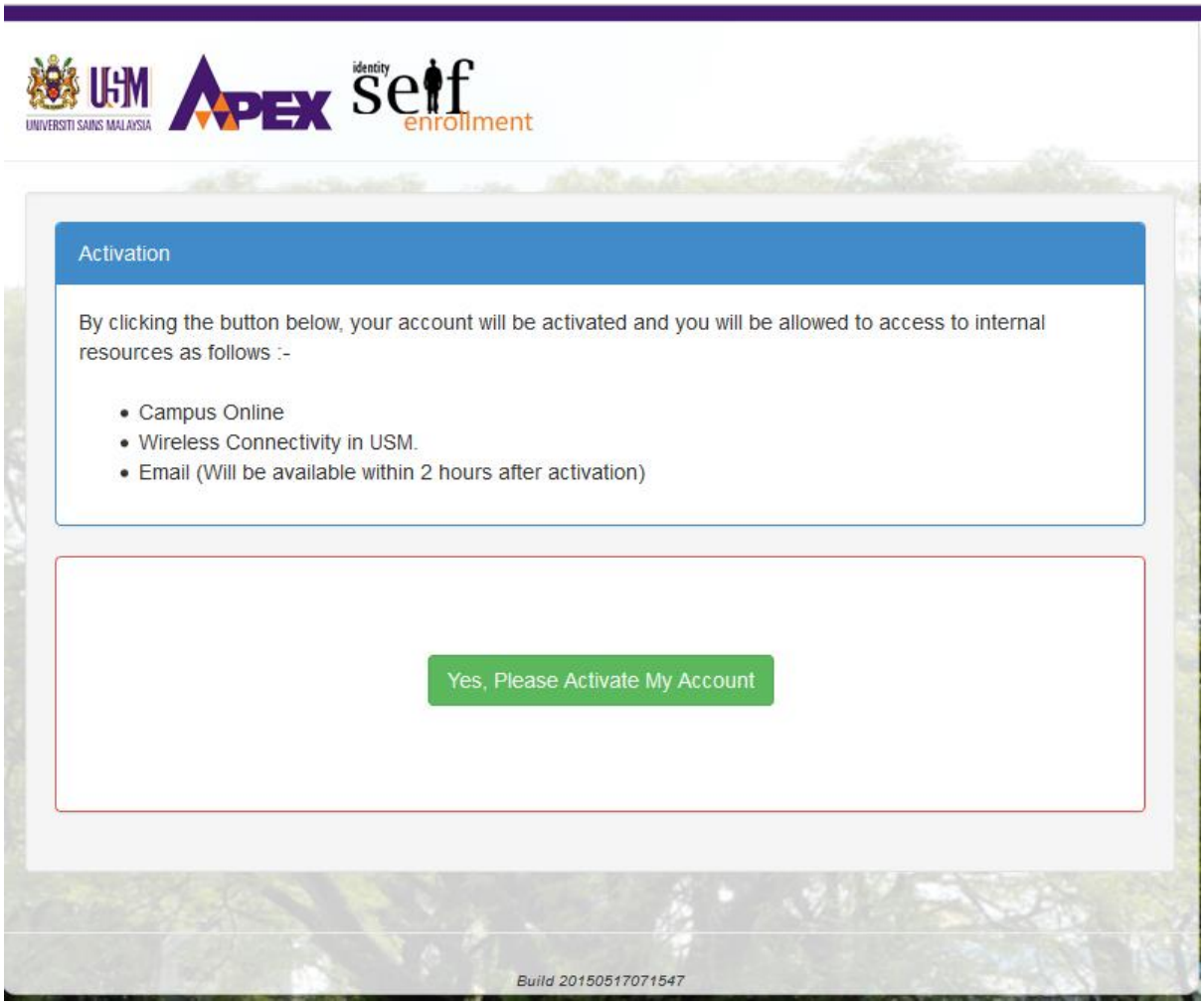
5. Click Yes, Please Activate My Account.


USM
UNIVERSITI SAINS MALAYSIA
APEX
identity self enrollment
Activation
By clicking the button below, your account will be activated and you will be allowed to access to internal resources as follows :-
Campus Online
Wireless Connectivity in USM.
Email (Will be available within 2 hours after activation)
Yes, Please Activate My Account
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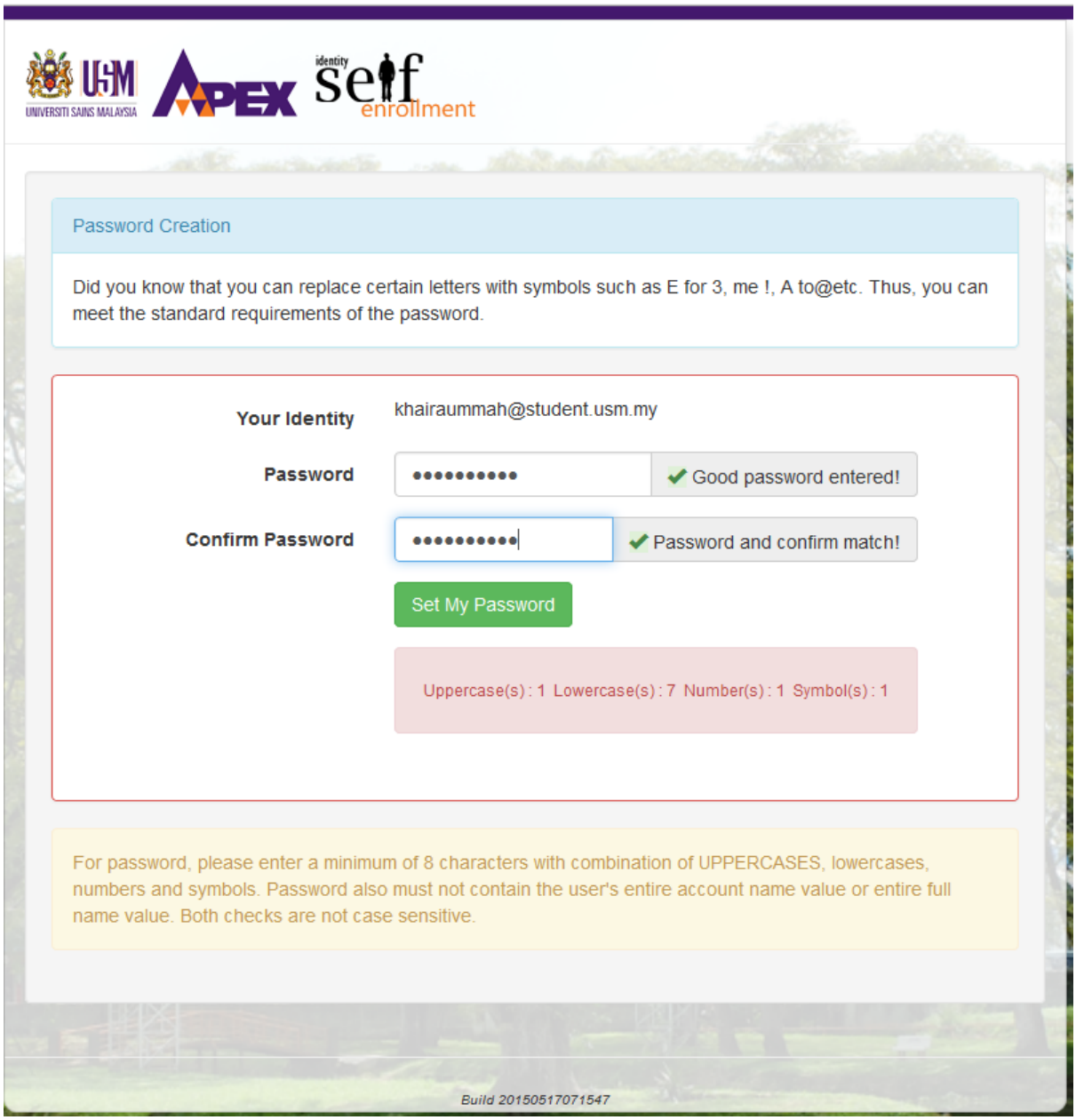
6. For all campuses, all services, but email, will be available within 15 minutes. Email creation will took about couple of hours.

7. For Engineering, Health and IPPT campuses. USMSecure wifi will be available after 30 minutes. You must use this wifi connection to access the Internet. USMWireless wifi only used by guess and for identity account activation.


identity self enrollment
Password Creation
Did you know that you can replace certain letters with symbols such as E for 3, me !, A to@etc. Thus, you can meet the standard requirements of the password.
Your Identity
khairaummah@student.usm.my
Password
Good password entered!
Confirm Password
Password and confirm match!
Set My Password
Uppercase(s) : 1 Lowercase(s) : 7 Number(s) : 1 Symbol(s) : 1
For password, please enter a minimum of 8 characters with combination of UPPERCASES, lowercases, numbers and symbols. Password also must not contain the user's entire account name value or entire full name value. Both checks are not case sensitive.
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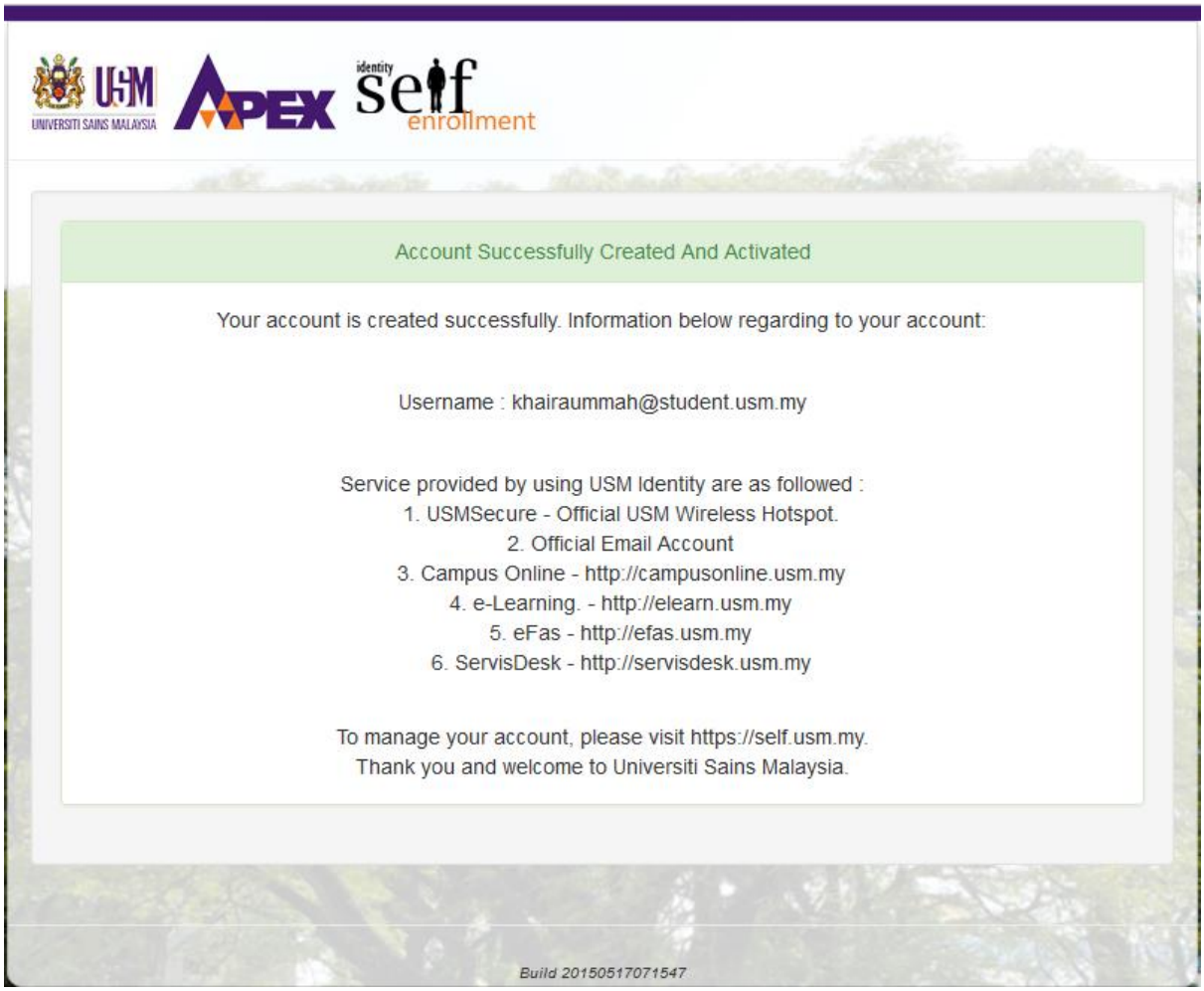
8. Please enter your password. The password must be at minimum of 8 characters with combination of uppercases, lowercases, numbers and symbols. The password must not contain partial or entire account name or your name. For an example, if your identity is hana89@student.usm.my, password such as **hana4##12H$** is not allowed.

9. You will see green tick on the right of the password once it validated. Enter confirm password and Click Set My Password.


identity self enrollment
Account Successfully Created And Activated
Your account is created successfully. Information below regarding to your account:
Username : khairaummah@student.usm.my
Service provided by using USM Identity are as followed :
1. USMSecure - Official USM Wireless Hotspot.
2. Official Email Account
3. Campus Online - http://campusonline.usm.my
4. e-Learning. - http://elearn.usm.my
5. eFas - http://efas.usm.my
6. ServisDesk - http://servisdesk.usm.my
To manage your account, please visit https://self.usm.my.
Thank you and welcome to Universiti Sains Malaysia.
Build 20150517071547

10. Once your account is activated, you will be redirected to this page.

If you have problems with the activation, please email us at infosec@usm.my with details of the problems (screen capture will be appreciated).

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